

JOB DESCRIPTION

JOB TITLE: Clinical Assistant

GRADE: 8

JOB CODE: 2210

DATE: 11/8/95

GENERAL FUNCTION: Under immediate supervision, assists the physician and/or registered nurses in facilitating the transition of the patient/client from the registration process to the actual receipt of services by professional and technical personnel. Responsibilities would include: performing initial physical and history taking including interviewing to obtain history; taking Pottinger growth chart measurements such as weight, height; collecting specimens for laboratory analysis; and documenting services provided.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Interview patient to obtain information for medical record for new patient or to update existing file, explain services that patient may be receiving and/or answer questions raised by patient.

Perform appropriate laboratory tests according to departmental procedures and policy. These tests may include hematocrit, blood sugar, urinalysis, pregnancy testing.

Take appropriate measurements of patient/client, weight, height, blood pressure, head measurement; administer developmental and PASE assessments, vision and hearing screening, etc.

Document activities and services in patient medical record.

Counsel patient regarding services of department.

Order supplies to replenish materials used by staff. Stock clinic examining rooms with necessary material to be used by staff.

Answer phone and direct calls to appropriate person.

May administer the car seat program for the department which would include instructing patients on the use of the seat belt, accounting for rental fee (if applicable) and the car seat restraints.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

JOB TITLE: Clinical Assistant (continued)

JOB CODE: 2210

Knowledge and Abilities:

Basic knowledge of grammar, spelling, punctuation and simple math and math-like percentages.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. No experience required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.